

DEPARTMENT OF THE NAVY NAVAL ACQUISITION INTERN PROGRAM (NAIP) FISCAL YEAR 2004 OPEN PERIODS

Naval Center for Acquisition Workforce Professional Development (NCAWPD) will only accept NAIP application packages for consideration during a specified OPEN PERIOD. Such OPEN PERIODS will have an 'opening date' and a 'closing date'. NAIP application packages submitted to NCAWPD outside the OPEN PERIOD, meaning before the 'opening date' and after the 'closing date', will not be accepted and processed by NCAWPD, nor returned (unless submitted by mail or by hand delivery to a member of the NCAWPD staff in which case it will be returned to the candidate). Such OPEN PERIODS will occur periodically throughout the hiring cycle based on when the need for additional candidates arises. NCAWPD reserves the right to make available such OPEN PERIODS for submission of new application packages for all available job series within the NAIP program or only for selected job series within the NAIP program. Similarly, NCAWPD reserves the right to determine the number of OPEN PERIODS required, the dates of those OPEN PERIODS, and the duration of each such OPEN PERIOD. Such OPEN PERIODS will be announced in advance on the NCAWPD website

<https://wwwnt.cnet.navy.mil/navyintern>. Within the hiring cycle, normally starting in September and running through the following spring (or until hiring is completed or closed), application packages properly and appropriately submitted and resulting in the applicant being determined 'qualified' will be maintained in the 'qualified' database for the entire hiring cycle. At the completion of the hiring cycle, it is the sole responsibility of any and all candidates wishing to be considered for the subsequent hiring cycle (starting with the following September) to reapply. Candidates and applicants will not be automatically carried forward by NCAWPD from one hiring cycle (year) to the next unless specifically notified in writing by NCAWPD of the possibility of same. NCAWPD reserves the right to cease all further hiring within the hiring cycle upon reaching its hiring goal or if otherwise deemed to be in the best interest of the NAIP by NCAWPD or higher authority, and such action may be taken by NCAWPD without public or personal notice.

The next Fiscal Year 2004 OPEN PERIOD is Monday, April 19, 2004, through and including Friday, April 23, 2004. Applications will be accepted ONLY for contracting, natural resources, and realty positions.

Application packages that are incomplete and/or incorrect, failing to properly provide all required documentation, will be returned to the candidate. NCAWPD will only receive and accept and process NAIP application packages submitted by mail or submitted by hand delivery to a member of the NCAWPD staff. NAIP application packages presented to individuals who are not members of the NCAWPD staff, including but not limited to individuals representing other Navy organizations, are by definition application packages that have not been submitted to NCAWPD, and as a result are not valid application submissions and will not be accepted nor processed by NCAWPD. Electronic submission of your NAIP application such as via scanning and email transmission will NOT be accepted or processed by NCAWPD, nor returned. Application packages submitted by FAX will also NOT be accepted or processed by NCAWPD, nor returned. This is required for a variety of reasons including the requirement for ink signatures, requirement for original college transcripts (when applicable), etc. Application packages that are complete and correct and properly submitted as required above and are received by NCAWPD between the dates of **Monday, April 19, 2004, through and including Friday, April 23, 2004**, will be accepted by NCAWPD and processed by NCAWPD for consideration of NAIP vacancies. Also, NCAWPD will also accept and process for consideration those application packages that are complete and correct and properly submitted as required above if those application packages are postmarked by the United States Postal Service with a date of **Monday, April 19, 2004, through and including Friday, April 23, 2004**.

Additional OPEN PERIODS will be announced by NCAWPD on its website at <https://wwwnt.cnet.navy.mil/navyintern> as conditions merit. Interested candidates are solely responsible for utilizing the website <https://wwwnt.cnet.navy.mil/navyintern> to determine the availability of such

OPEN PERIOD opportunities. Similarly, interested candidates are solely responsible for timely submission of their application package.